Maharashtra Education Society's
Institute of Management and Career Courses (IMCC)

List of Courses relevent to Cross Cutting Issue

Sr. Number	Course Name	Course Code	Program Name	List of Courses relevent to Cross Cutting Issue
1	Organizational Behavior	GC 02	MBA	Professional Ethics and Human Values
2	Business Research Methods	GC 04	MBA	Professional Ethics and Human Values
3	Strategic Management	GC 11	MBA	Professional Ethics and Human Values
4	Indian Ethos & Business Ethics	GC 15	MBA	Professional Ethics and Human Values
5	Entrepreneurship Development	GE-UL-03	MBA	Professional Ethics and Human Values
6	Essentials of Psychology for Managers	GE-UL-04	MBA	Professional Ethics and Human Values
7	Legal Aspects of Business	GE-UL-05	MBA	Professional Ethics and Human Values
8	Cyber Laws	GE-UL-21	MBA	Professional Ethics and Human Values
9	Corporate Social Responsibility & Sustainability	GE-UL-22	MBA	Professional Ethics and Human Values
10	Financial Law	SC-FIN-05	MBA	Professional Ethics and Human Values
11	Labor Welfare	217 HRM	MBA	Professional Ethics and Human Values
12	Soft Skills 1	SS11	MCA	Professional Ethics and Human Values
13	Soft Skills 2	SS21	MCA	Professional Ethics and Human Values
14	Soft Skills 3	SS31	MCA	Professional Ethics and Human Values
15	Cyber Security 1	CS1	MCA	Professional Ethics and Human Values
16	Cyber Security 2	CS2	MCA	Professional Ethics and Human Values
17	Cyber Security 3	CS3	MCA	Professional Ethics and Human Values
18	Indian Constitution	IC	MCA	Professional Ethics and Human Values
19	Human Values I	HR1	MCA	Professional Ethics and Human Values
20	Human Values II	HR2	MCA	Professional Ethics and Human Values
21	Human Values III	HR3	MCA	Professional Ethics and Human Values
22	PPM and OB	BM 41	MCA	Professional Ethics and Human Values

Dr. Ashwini Patil
Program Coordinator (MCA)

Dr. Santosh Deshpande
Director

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Program Coordinator (MBA)

Program Name-MBA
Course Name: Organizational Behavior
Course Code: GC02

Course Contents

1. Fundamentals of OB:

Evolution of management thought, five functions of management, Definition, scope and importance of OB, Relationship between OB and the individual, Evolution of OB, Models of OB (Autocratic, Custodial, Supportive, Collegial & SOBC), Limitations of OB. Values, Attitudes and Emotions: Introduction, Values, Attitudes, Definition and Concept of Emotions, Emotional Intelligence - Fundamentals of Emotional Intelligence, The Emotional Competence Framework, Benefits of Emotional Intelligence, difference between EQ and IQ. Personality & Attitude: Definition Personality, importance of personality in Performance, The Myers-Briggs Type Indicator and The Big Five personality model, Johari Window, Transaction Analysis , Definition Attitude Importance of attitude in an organization, Right Attitude, Components of attitude, Relationship between behavior and attitude.

2. Perception:

Meaning and concept of perception, Factors influencing perception, Selective perception, Attribution theory, Perceptual process, social perception (stereotyping and halo effect). Motivation: Definition & Concept of Motive & Motivation, The Content Theories of Motivation (Maslow's Need Hierarchy & Herzberg's Two Factor model Theory), The Process Theories (Vroom's expectancy Theory & Porter Lawler model), Contemporary Theories- Equity Theory of Work Motivation.
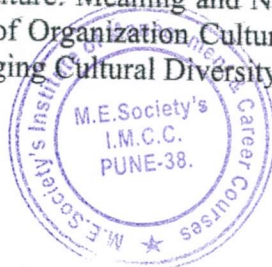
3. Group and Team Dynamics:

The Meaning of Group & Group behavior & Group Dynamics, Types of Groups, The Five -Stage Model of Group Development Team Effectiveness & Team Building. Leadership: Introduction, Managers V/s Leaders. Overview of Leadership- Traits and Types, Theories of Leadership. - Trait and Behavioral Theories.

4. Conflict Management –

Definition and Meaning, Sources of Conflict, Types of Conflict, Conflict Management Approaches. Organizational Culture: Meaning and Nature of Organization Culture - Origin of Organization Culture, Functions of Organization Culture, Types of Culture, Creating and Maintaining Organization Culture, Managing Cultural Diversity.

5. Stress at workplace:

Work Stressors – Prevention and Management of stress – Balancing work and Life, workplace spirituality. Organizational Change: Meaning, definition & Nature of Organizational Change, Types of Organizational change, Forces that acts as stimulants to change. Kurt Lewin's-Three step model, How to overcome the Resistance to Change, Methods of Implementing Organizational Change, Developing a Learning Organization

Maharashtra Education society's

Institute of Management and Career Courses (IMCC), Pune

Program Name-MBA
Course Name: Business Research Methods
Course Code: GC04

Course Contents

1. Foundations of Research:

Definition of Research, Need of business research, Characteristics of scientific research method, Typical Research applications in business and management. Questions in Research: Formulation of Research Problem – Management Question – Research Question – Investigation Question. The process of business research: Literature review - Concepts and theories - Research questions - Sampling - Data collection - Data analysis - Writing up - The iterative nature of business research process, Elements of a Research Proposal. Practical considerations: Values – researcher & organization. Ethical principles - Harm to participants, Lack of informed consent, Invasion of privacy, Deception, Reciprocity and trust, Affiliation and conflicts of interest. Legal considerations - Data management, Copyright.

2. Research Design:

Concept, Features of a robust research design. Exploratory, Descriptive, Quasi Experimental, Experimental research designs, Concept of Cause and Effect, Difference between Correlation and causation. Types of Variables – Independent, Dependent, concomitant, mediating, moderating, extraneous variables, Basic knowledge of Treatment & Control group, Case study design. Cross-sectional and Longitudinal designs, Qualitative and Quantitative research approaches, Pros and Cons of various designs, choice of a research design. Hypothesis: Definition, research Hypothesis, Statistical hypothesis, Null hypothesis, Alternative Hypothesis, Directional Hypothesis, Non-directional hypothesis. Qualities of a good Hypothesis, Framing Null Hypothesis & Alternative Hypothesis. Concept of Hypothesis Testing - Logic & Importance.

3. Data & Measurement:

Meaning of data, Need for data. Secondary Data: Definition, Sources, Characteristics, Advantages and disadvantages over primary data, Quality of secondary data - Sufficiency, adequacy, reliability and consistency. Primary Data: Definition, Advantages and disadvantages over secondary data. Measurement: Concept of measurement, What is measured? Problems in measurement in management research - Validity and Reliability, Levels of measurement - Nominal, Ordinal, Interval, Ratio. Attitude Scaling Techniques: Concept of Scale – Rating Scales viz. Likert Scales, Semantic Differential Scales, Constant Sum Scales, Graphic Rating Scales – Ranking Scales – Paired Comparison & Forced Ranking - Concept and Application. Questionnaire: Questionnaire Construction - Personal Interviews, Telephonic survey Interviewing, Online questionnaire tools.

4. Sampling:

Basic Concepts: Defining the Universe, Concepts of Statistical Population, Sample, Characteristics of a good sample. Sampling Frame, determining the sample frame, Sampling errors, Non-Sampling errors, Methods to reduce the errors, Sample Size constraints, Non Response. Probability Sample: Simple Random Sample, Systematic Sample, Stratified Random Sample, Area Sampling & Cluster Sampling. Non-Probability Sample: Judgment Sampling, Convenience Sampling, Purposive Sampling, Quota Sampling & Snowballing Sampling methods. Determining size of the sample: Practical considerations in sampling and sample size, (sample size determination formulae and numerical not expected)

5. Data Analysis & Report Writing:

Data Analysis: Cleaning of Data, Editing, Coding, Tabular representation of data, frequency tables, Univariate analysis - Interpretation of Mean, Median Mode; Standard deviation, Coefficient of Variation. Graphical Representation of Data: Appropriate Usage of Bar charts, Pie charts, Line charts, Histograms. Bivariate Analysis: Cross tabulations, Bivariate Correlation Analysis - meaning & types of correlation, Karl Person's coefficient of correlation and spearman's rank correlation. Chi-square test including testing hypothesis of association, association of attributes. Linear Regression Analysis: Meaning of regression, Purpose and use, Linear regression; Interpretation of regression co-efficient, Applications in business scenarios. Test of Significance: Small sample tests: t (Mean, proportion) and F tests, Z test. Non-parametric tests: Binomial test of proportion, Randomness test. Analysis of Variance: One way and two-way Classifications. Research Reports: Structure of Research report, Report writing and Presentation.

Program Name-MBA
Course Name: Strategic Management
Course Code: GC11

Course Contents

1. Understanding Strategy:

Concept of strategy, Levels of Strategy - Corporate, Business and Functional. Strategic Management - Meaning and Characteristics. Distinction between strategy and tactics, Strategic Management Process, Stakeholders in business, Roles of stakeholder in strategic management. Strategic Intent – Meaning, Hierarchy, Attributes, Concept of Vision & Mission - Process of envisioning, Difference between vision & mission. Characteristics of good mission statements. Business definition using Abell's three dimensions. Objectives and goals, Linking objectives to mission & vision. Critical success factors (CSF), Key Performance Indicators (KPI), Key Result Areas (KRA). Components of a strategic plan, Analyzing Company's External Environment: Environmental appraisal, Scenario planning – Preparing an Environmental Threat and Opportunity Profile (ETOP). Analyzing Industry Environment: Industry Analysis - Porter's Five Forces Model of competition, Entry & Exit Barriers.

2. Analyzing Company's Internal Environment:

Resource based view of a firm. Analyzing Company's Resources and Competitive Position - meaning, types & sources of competitive advantage, competitive parity & competitive disadvantage. VRIO Framework, Core Competence, characteristics of core competencies, Distinctive competitiveness. Benchmarking as a method of comparative analysis. Value Chain Analysis Using Porter's Model: primary & secondary activities. Organizational Capability Profile: Strategic Advantage Profile, Concepts of stretch, leverage & fit, ways of resource leveraging – concentrating, accumulating, complementing, conserving, recovering. Portfolio Analysis: Business Portfolio Analysis – BCG Matrix – GE 9 Cell Model.

3. Generic Competitive Strategies:

Meaning of generic competitive strategies, Low cost, Differentiation, Focus – when to use which strategy. Grand Strategies: Stability, Growth (Diversification Strategies, Vertical Integration Strategies, Mergers, Acquisition & Takeover Strategies, Strategic Alliances & Collaborative Partnerships), Retrenchment – Turnaround, Divestment, Liquidation, Outsourcing Strategies.

4. Strategy Implementation:

Barriers to implementation of strategy, Mintzberg's 5 Ps – Deliberate & Emergent Strategies. Mc Kinsey's 7s Framework. Organization Structures for Strategy Implementation: entrepreneurial, functional, divisional, SBU, Matrix, Network structures, Cellular/ Modular
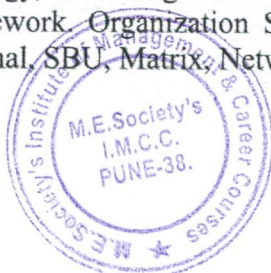
organization, matching structure to strategy, organizational design for stable Vs. turbulent environment, Business Continuity Planning. Changing
Structures & Processes: Reengineering & strategy implementation – Principles of Reengineering. Corporate Culture: Building Learning organizations, promoting participation through technique of Management by Objectives (MBO). Strategy Evaluation: Operations Control and Strategic Control - Symptoms of malfunctioning of strategy – Concept of Balanced scorecard for strategy evaluation.

5. Blue Ocean Strategy:

Difference between blue & red ocean strategies, principles of blue ocean strategy, Strategy Canvass & Value Curves, Four Action framework. Business Models: Meaning & components of business models,

Program Name-MBA
Course Name:Indian Ethos & Business Ethics Syllabus
Course Code: GC 15

Course Contents

1. Indian Ethos and Values :

Its relevance at Workplace: Indian Ethos- Meaning, Features, Need, Evolution, Relevance, Principles Practiced by Indian Companies, Requisites, Elements, Role of Indian Ethos in Managerial Practices, Triguna Theory-OSHA Model. Work Ethos meaning, dimensions of Work Ethos. Values - Concepts, Values in business,
Value system in work culture, and Values of Indian Managers, Relevance of Value Based Management in Global Change; Impact of values on Stakeholders; Trans-Cultural Human Values, Ethics v/s Ethos, Eastern Management v/s Western Management.

2. Indian Model of Management:

Concept of Indian Model of Management in the Indian socio-political environment,
Laws of Karma and its relevance in business settings, Indian Heritage in Business-Management. Production and Consumption: Management lessons from Indian heritage scriptures (like Mahabharata & Ramayana), Leadership Pointers from Kautilya's Arthashastra, VEDA Model of Leadership, Corporate Rishi Model, Theory K, WE theory (West- East Theory)

3. Business Ethics as Applied ethics:

Meaning, Characteristics of Business Ethics, Importance of Business Ethics (Long
Term growth, Cost reduction, Risk mitigation, Limited resources, etc.) Types of Business Ethics (Transactional Ethics, Participatory Ethics, Recognition Ethics), Factors influencing business ethics. Categories of Ethics (Personal, Professional, Managerial) Business Code of Conduct),

4. Approaches to Business Ethics:

Consequentialist & Non- Consequentialist Theories of Ethics - Deontological Theory & Teleological Theory, Kohlberg Six stage moral development.

5. Ethical decision making in business matrix:

Framework of Ethical decision making, Ethical dilemmas in different functional areas of Business (Finance, Marketing HRM and International Business), Intellectual Property Rights and Business Ethics, Ethical challenges for Managers, Ethical Decision Making process, it's Model -STEP Model, PLUS Filter Model.

6. Applications of Ethical Principles to Contemporary, Moral and Ethical problems / issues related to Business:

Contemporary cases on Corporate Strategy and Climate Change, Corporate Strategy and Natural resource depletion, Corporate Social Responsibility, transparency and accountability, Social Media and E-Platforms. Current ethical issues like Bank scams, Airlines etc.

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Program Name-MBA
Course Name: Entrepreneurship Development
Course Code: GE-UL-04

Course Contents

1. Entrepreneurship:

Concept of Entrepreneur. Intrapreneur, Entrepreneurship and Manager. Difference between Entrepreneur and Intrapreneur, Entrepreneur and Entrepreneurship. Attributes and Characteristics of successful entrepreneurs. Functions of an Entrepreneur, Classification of Entrepreneurs. Role of Entrepreneur in Indian Economy, Developing entrepreneurial culture, Factors influencing Entrepreneurship Growth - Economic, Non-Economic Factors, For
profit or Not for profit entrepreneurs, Constraints for the Growth of Entrepreneurial Culture, Entrepreneurship as a career, Entrepreneurship as a style of management, Emerging Models of Corporate Entrepreneurship, India's start up revolution–Trends, Imperatives, benefits; the players involved in the ecosystem, Business Incubators-Rural entrepreneurship, social entrepreneurship, women entrepreneurs, Cases of Tata, Birlas, Kirloskar and new generation entrepreneurs in India.
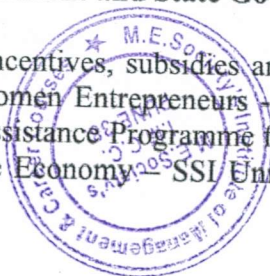
2. Theories of entrepreneurship:

Innovation Theory by Schumpeter & Imitating, Theory of High Achievement by McClelland, X-Efficiency Theory by Leibenstein, Theory of Profit by Knight, Theory of Social change by Everett Hagen.

3. Entrepreneurship development:

Entrepreneurial Competencies, Developing Competencies. Concept of entrepreneurship development, Entrepreneur Training and developing, Role of Entrepreneur Development Programs (EDP), Role of DIC, SISI , EDII , NIESBUD, NEDB, EDP - Objectives – contents – methods - execution. Role of Mentors. Innovation and Entrepreneurship, Design Thinking Process. Role of consultancy organizations in promoting Entrepreneurs, Problems and difficulties of Entrepreneurs - Marketing Finance, Human Resource, Production; Research - external problems, Mobility of Entrepreneurs, Entrepreneurial change, occupational mobility - factors in mobility.

4. Role of Central Government and State Government in promoting Entrepreneurship:

Introduction to various incentives, subsidies and grants, Export Oriented Units, Fiscal and Tax concessions available, Women Entrepreneurs – Role, Problems and Prospects, Reasons for low women Entrepreneurs, Assistance Programme for Small Scale Units – Institutional Framework – Role of SSI Sector in the Economy – SSI Units – Failure, Causes and Preventive Measures –

Turnaround Strategies. Future of Entrepreneurship Development and Government, Start Up India, Make in India.

5. Enterprise Promotion:

Creating Entrepreneurial Venture, Entrepreneurship Development Cycle, Business Planning Process, The business plan as an entrepreneurial tool, Elements of Business Plan, Objectives, Market Analysis, Development of product / idea - Resources, Capabilities, and strategies, identifying attributes of strategic resources, Opportunity Analysis, innovator or imitator, SWOT analysis, Internal and External Environment Analysis, Industry Analysis, Embryonic Companies and Spin off's, Porter's five forces model, Identifying the right Business Model Canvas, Seven Domains of John Mullins, Opportunities in Emerging/Transition/Decline industries, Opportunities at the bottom of the pyramid, Opportunities in social sector, Opportunities arising out of digitization, Marketing, Finance, Organization & Management, Ownership - Franchising, networking and alliances, Buying an existing business, Critical risk contingencies of the proposal, Scheduling and milestones.

Program Name-MBA
Course Name: Essentials of Psychology for Managers
Course Code: GE-UL-04

Course Contents

1. Basic Concepts:

Introduction to Psychology, Definitions of Psychology, Goals of Psychology, History of Psychology, Modern Psychology, Psychology: Its Grand Issues and Key Perspectives, Psychology - Trends for the New Millennium. Biological Bases of Behavior: Neurons - Building Blocks of the Nervous System, The Nervous System - its Basic Structure and Functions, The Brain and Consciousness – states of consciousness, dreams, hallucinations, The Brain and Human Behavior, Heredity and Behavior - Genetics and Evolutionary Psychology.

2. Sensation and Perception :

Sensing and perceiving, Sensory Thresholds, Sensory Adaptation, The Senses - Hearing, Vision, Perceptual Processes, Information Processing – Bottom Up Processing, Top Down processing, Bottom Up and Top Down (together) processing, Culture, Experience & Perception, Perceptual Constancy, Perceptual Expectations, Perceptual illusions, Gestalt Theory, Perceptual Development and Learning.

3. Learning and Conditioning:

A Definition of Learning, Classical Conditioning, Instrumental Conditioning, Classical and Instrumental Conditioning Compared: Biofeedback and Reinforcement, Verbal Learning, Basic Conditioning and Learning Phenomena, Reinforcement, Schedules of reinforcement, role of reinforcement in developing subordinate Social Behavior, Transfer of Training, Learning by Observing Models, Biological Limits.

4. Memory:

Learning and Memory as Intertwined Processes, Kinds of Information Stored in Memory, Measures of Retention, The Three Components of Memory – Encoding, Storage, Retrieval, Interference Theory, Decay Theory, Information Processing I: Separate-Store Models, Information Processing II: Levels of Processing, Issues in Memory.

5. Cognition:

Thinking - Mental Imagery, Problem Solving, Decision Making. Concept Formation, Language development. Relationship between language and thinking. Emotion: Definition of Emotion, the Physiology of Emotion, Emotional Expression - Verbal & Non Verbal, Labelling Emotions, Theories of Emotion – Common sense theory of emotion, James Lang theory of emotion, Cannnon Bard Theory of Emotion, Cognitive Arousal Theory of Emotion
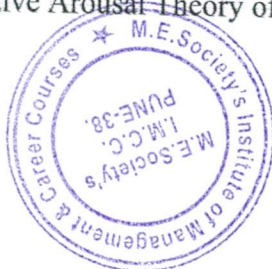
Program Name-MBA
Course Name: Legal Aspects of Business
Course Code: GE-UL-05

Course Contents

1. The Contract Act, 1872:

Essential Elements of Valid Contract, Essential elements of Valid Contracts, Contracts of Indemnity & Guarantee, Contingent Contract, Quasi Contract, Discharge of contract, Breach of contract-Meaning & remedies, Agency - Creation of Agency – Agent and Principal (Relationship/rights), Types of agency.

2. Sale of Goods Act, 1930:

Contract of sale of goods, Conditions & warranties, Transfer of property or ownership, Performance of the Contract of Sale, Rights of unpaid seller, Sale by Auction.

3. The Negotiable Instrument Act, 1881:

Negotiable Instruments – Meaning, Characteristics, Types. Parties, Holder and holder in due course, Negotiation and Types of Endorsements, Dishonor of Negotiable Instrument – Noting and Protest.

4. The Companies (Amendment) Act, 2015:

Company – Definition, Meaning, Features and Types, One Person Company, Incorporation of Company – Memorandum of Association (MOA), Articles of Association (AOA), Share capital & Debentures, Acceptance of deposits, Appointment of director including woman Director.

5. The Consumer Protection Act, 1986:

Unfair & Restrictive Trade Practices, Dispute Redressal Forums – District, State & National Forum, Composition, Jurisdiction, Powers, Appellate Authority. Information Technology Act, 2000, Digital Signature, Electronic Governance, Electronic Records E – Contracts, E – Business models, E – Commerce & Security, Cyber Crimes. Intellectual Property Laws – Understanding of concepts of patents, copyrights, trademarks and designs.

Program Name-MBA
Course Name: Cyber Laws
Course Code: GE-UL-21

Course Contents

1. Information Technology Act:

Evolution of the IT Act, Genesis and Necessity, Salient features of the IT Act, 2000; various authorities under IT Act and their powers; Penalties & Offences, amendments, Cyber Space Jurisdiction, Jurisdiction issues under IT Act, 2000.

2. E-commerce and Laws in India:

Digital/ Electronic Signature in Indian Laws, E-Commerce; Issues and provisions in Indian Law, E-Governance; concept and practicality in India, E-Taxation issues in Cyberspace, E-Contracts and its validity in India, Cyber Tribunal & Appellate Tribunal, Cyber Regulations.

3. Intellectual Property Rights:

Domain Names and Trademark Disputes, Concept of Trademark/ in Internet Era, Cyber squatting, Reverse Hijacking, Jurisdiction in Trademark Disputes, Copyright in the Digital Medium, Copyright in Computer Programmes, Copyright and WIPO Treaties, Concept of Patent Right, Relevant Provisions of Patent Act 1970.

4. Personal Data Security:

Sensitive Personal Data or Information (SPDI) in Cyber Law, SPDI Definition and Reasonable Security Practices in India, Reasonable Security Practices – International perspective, Cloud Computing & Law.

5. Cyber Law:

International Perspective, EDI : Concept and legal Issues, UNCITRAL Model Law, Electronic Signature Law's of Major Countries, Cryptography Laws, Cyber Law's of Major Countries, EU Convention on Cyber Crime.

Program Name-MBA
Course Name: Corporate Social Responsibility & Sustainability
Course Code: GE-UL-22

## Course Contents

1. Corporate Social Responsibility:

Fundamental Concepts, Nature and Significance of CSR.Principles of CSR: Accountability-Transparency-Sustainability. Concept of Charity, Corporate Philanthropy, Difference between Charity and Philanthropy, CSR as a key to business success. CSR as a Marketing and Branding Tool for the businesses, Strategic advantage of CSR, Corporate Citizenship, and Sustainable Business. Other main aspects: CSR and Corporate Governance, Environmental Aspects of CSR. Evolution and Implementation of CSR in India. Best Global Practices of CSR, OECD principles and CSR. CSR Projects: Conducting CSR activity by involving students at Institute level.

2. CSR Legislations in India:

Section 135 of Companies Act 2013. Scope of CSR, Activities under schedule VII, Leadership and CSR. Identifying the key Stakeholders of CSR, CSR & Triple Bottom Line- 3 aspects (Economic, Social, and Environmental). Role of Public sector, Non Profit Organizations and Local self-Governments in implementation of CSR projects. Contemporary issues andhurdles in CSR. Current Trends and Opportunities in CSR, including a Strategic Business tool for sustainable Development. CSR and Business Ethics, Effect of Globalization on CSR, CSR Funds- Criteria & Policies with legal framework. Case studies: Major CSR Initiatives. Project Work: Interview of CSR head of any Organization.

3. Introduction to Sustainability & Sustainable Development:

Definition & Concept of Sustainability & Sustainable development, need, importance, education, Philosophical development, Gandhian Thought on Sustainable Development, Sustainable Development and social framework, equitable distribution, difference between sustainable development and green development, criticism, 17-Point charterunder United Nations agenda for Global Peace and Sustainable Development – 2030. Sustainability report. Stakeholder Impact: Stakeholders and the power they wield, Reducing socio- environmental costs and risks: managing the downside, driving revenues and creating intangible value: managing the upside. Cast Study – Bhutan Case for Inclusive Growth on Environment protection and Reducing carbon footprints, IKEA Company & Sustainability.
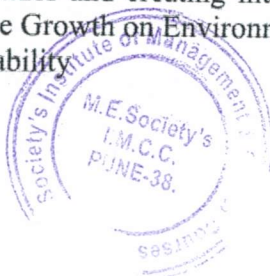
4. Dimensions of Sustainable Development:

(a) Environmental: Natural Resources & Resource Depletion,

Management of human energy consumption, Solid waste generation & waste management, Global Greenhouse emission, Air & Water Pollution and Climate Change, Ozone Hole NASA report. Understanding ecological "footprint": Eco-tracking, carbon marketing, carbon credits, economics of sustainability, Designing for the environment and 'greening' the supply chain, regulation. (b) Economic: Achieving economic growth with minimal Environmental degradation, Nature as an economic externality, economic opportunity, introduction & implementation of inclusive growth models for rural development, Sustainable livelihoods for tribal communities. (c) Social: Peace, Security, Social equity & justice, Sustainability and poverty, Human relationship with nature, Human-Nature conflicts, human settlements. Role of Stakeholders: Stakeholder's Engagement, Study of business models for sustainable development: Indian & Global perspectives Role of Volunteers: Role of NGO's, Industries & citizens' participation in sustainable development Project: Prepare a report on how the countries like Sweden, Denmark etc. are achieving the UN sustainable development goals by performing well in Social & economic issues

5. Sustainable Development & Business Ethics: Sustainability reporting:

Triple bottom line reports - The content of sustainability reports (also CSR reports, ESG reports, social and environmental reports) Social accountability standard - ISO 26000: Social responsibility guidance standard, Global Compact Principles, Environmental Impact Assessment, Life Cycle Analysis, Social Impact Assessment. Indian Values and Ethics: Respect for Elders, Hierarchy and Status, Need for Security, Non – Violence, Cooperation, Simple Living high Thinking, Rights and Duties, Ethics in Work life, Holistic relationship between Man and Nature, Attitudes and Beliefs. Project: Student to study the Covid-19/ any other current crisis, do a desk research and submit the report.

Program Name-MBA
Course Name:Financial Laws
Course Code: SC-FIN-05

Course Contents

1. **Securitisation and Reconstruction of Financial Assets and Enforcement of Security Interest (SARFAESI) Act, 2002:** Meaning & Definition of Securitisation & Reconstruction, Formation of SARFAESI Act, 2002, SARFAESI Act 2002 - Need for the new law, Objectives , Scheme of the Act, Salient features, Incorporation & Registration of Special Purpose Companies, Funding of Securitisation, Assets Reconstruction, Enforcing Security Interest, Establishment of a Central Registry, Offences & Penalties, Boiler-plate Provisions Applicability, Exempted transactions, SARFAESI Process and Documentation.

2. **Corporate Debt Restructuring and Strategic Debt restructuring: Meaning, Definition and Importance. CDR and GDR:** difference, mechanism, Scheme, Debt Restructuring Process, Benefits, Corporate Financial Distress, Restructuring, and Bankruptcy. Scheme for Sustainable Structuring of Stressed Assets (S4A Scheme)

3. **India Laws and Regulations Governing International Business Transactions: FERA/FEMA, Taxation of foreign income;** Foreign investment; Setting up offices and branches abroad

4. **The Actuaries Act :** Definition, Need, Importance, Objectives, Incorporation of Institute of Actuaries of India, Composition of council of institute, Functions of Council, Registration of Members, Appointment and Prosecution of Director, Constitution of Appellate authority, Appeal to authority, Penalty, Companies not to engage n actuarial practice, Quality Review Board: Establishment, functions, procedure, terms and conditions of chairperson and members of board

5. **Insolvency & Bankruptcy code:** Introduction, Concept of Insolvency and bankruptcy, Distinctive Features and Evaluation of the Code, Insolvency Resolution & liquidation process for corporate, Voluntary Liquidation of Corporate Person, Insolvency Resolution & Bankruptcy for Individuals & Partnership Firms, Adjudicating Authority under the Code, and Liability of Guarantors during the Corporate Insolvency Resolution Process.

Program Name-MBA
Course Name:Labour Welfare
Course Code: 217 HRM

Course Contents

1. Introduction - Evolution of Labor Welfare:

Origin and evolution of Labour Welfare-objectives of Labour Welfare need and importance of L.W, Classification of Labour Welfare,Work agencies of Labour Welfare, Scope of Labour Welfare, Concepts, philosophy and principles of labour welfare, Plans and labour policy in India and Labour Welfare in India.

2. Labour Legislations in India:

Statutory Welfare Amenities – as per Factories Act, 1948, Plantation Act, 1951, Motor Act 1952, Motor Transport Act. Non-statutory welfare Agencies – Role of Trade Unions, NGOs and Local-self Govt., National Commission on Labour and Labour Welfare, Labour Laws of the Elimination of Child Labour

3. Agencies of Labour welfare:

Agencies of Labour welfare in India (Central Govt., State Govt., Employers & Trade- Unions), Labour Welfare Officer: Role, Qualifications, Functions, Duties, Labour Administration in India

4. Industrial Hygiene & Occupational Health:

Working condition and benefits, Working conditions in the factory safety and accident prevention, Health and hygiene, Canteen organization and management, Organization of credit and consumer co-operative societies-recreational and educational actives-workers education in India, Functions of Labour welfare officers India.

5. Problems of Indian labour:

Problems of Women Labour, Problems of Unorganized labour, Problems of Workers education

Program - MCA

Semester-I

Course Name-Soft Skill 1(Word Power and Proficiency on making words for speaking)

Course Contents

Units	Unit Name
1	Introduction to our Workshop Welcome to the Workshop Learning Objectives of our Session Need for Soft Skill & Behavioral Training
2	Enhancing our Communication - Verbal Communication - Improving our Language (English) - Written Communication - Email Writing
3	Delivering Presentations - Introduction to presentations - Ways to prepare a presentations - Delivering - Use of Storytelling Time Management - Organizing yourself - Managing work, tasks & deadline
4	How to manage your emotions & Behaviors? - Dealing with your emotions and Behaviors - Workplace situations and emotions
5	Recap, Feedback & Closure

Program - MCA
Semester-II
Course Name-Soft Skill 2 (Oral Communication)

Course Contents

Unit-1: Communication: An Introduction: Definition, Nature and Scope of Communication Importance and Purpose of Communication Process of Communication Types of Communication

Unit-2: Non-Verbal Communication: Personal Appearance Gestures Postures Facial Expression Eye Contacts Body Language(Kinesics) Time language Silence Tips for Improving Non-Verbal Communication

Unit-3: Effective Communication: Essentials of Effective Communication Communication Techniques Barriers to Communication

Unit-4: Communication Network in an Organization-I: Personal Communication Internal Operational Communication External Operational Communication

Unit-5: Communication Network in an Organization-II: Horizontal(Lateral) Communication Vertical(Downward) Communication Vertical(Upward) Communication

Program - MCA
Semester- III
Course Name- Soft Skill 3 (Presentation Skills)

Course Contents

Public Speaking
- The power of Public Speaking
- Developing confidence
- Planning
- Preparation
- Successful and effective delivery of speech Group Discussion

What is group discussion?
- Why are group discussions held?
- Preparation for a group discussion
- Skills for effective participation
- Traits tested in a group discussion

Initiating a group discussion
- Non-verbal communication in group discussion
- Types of group discussions

Interviews
- Interviewing in the 21st century
- Developing an Interview Strategy
- Taking Care of the Details
- Practicing for the Interview
- During the Interview
- Stress Interviews
- Traditional Interviews

Program Name-MCA
Course Name: Cyber Security1
Course Code: CS1

Course Contents

1.Introduction
1.1 What Is Computer Security?
1.2 Threats
1.3 Harm
1.4 Vulnerabilities
1.5 Controls

2.Principles of Cybersecurity
2.1 The interrelated components of the computing environment
2.2 Cybersecurity models (the CIA triad, the star model)
2.3 Variations on a theme: computer security, information security, and information assurance

3. Cyber Crimes & Legal Framework
- Cyber Crimes against Individuals, Institution and State
- Hacking
- Digital Forgery
- Cyber Stalking/Harassment
- Cyber Pornography
- Identity Theft & Fraud
- Cyber Terrorism
- Cyber Defamation
- Right to Privacy and Data Protection on Internet
    - Concept of privacy
    - Threat to privacy on internet
    - Self-regulation approach to privacy
    - Ingredients to decide confidentiality of information
    - Breach of sensitive personal information and confidentiality under IT Act and penalties for the same.
    - Right of Interception under IT Act.
- Different offenses under IT Act, 2000
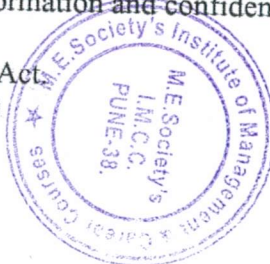
Program Name-MCA
Course Name: Cyber Security2
Course Code: CS2

Course Contents

Unit 1: Introduction to Cyber crimes

- Definition, cybercrime and information security, Classes of cybercrime and categories, Cyber offenses
- Cybercrimes with mobile and wireless.

Unit 2 : Introduction to Cyber Law & Information Technology Act, 2000

- Evolution of Computer Technology, Emergence of Cyberspace, Cyber Jurisprudence, Jurisprudence and Law,
- Cyberspace –Web space (WWW), Web Hosting and Web Development Agreements (specimen), Domain Names
- Overview of IT Act, 2000, Amendments and Limitations of IT Act,
- Digital Signatures, Cryptography, Cryptographic Algorithm, Public Cryptography, Private Cryptography, Electronic Governance, Legal Recognition of Electronic Records, Legal Recognition of Digital Signature, Certifying authorities, Cyber Crime and Offenses

Unit 3 : Cyber law issues and related legislation

- Patent Laws, Trademark law, Copyright, Software –copyright or patented
- Domain Name and Copyright disputes, Electronic Database and its Protection,

Program Name-MCA
Course Name: Cyber Security3
Course Code: CS3

Course Contents

1. Digital signature and Electronic Signature and Data Protection

- Concept of public key and private key
- Certification authorities and their role
- Creation and authentication of digital signature
- Concept of electronic signature certificates

2. Electronic Governance

- Concept of electronic records and electronic signatures
- Rules for attribution, acknowledgement and dispatch of such records

3. E Commerce

- E-commerce-Salient Features and advantages
- Models of E-commerce like B2B, B2C
- Indian Laws on E-commerce

4. Intellectual Property Issues in CyberSpace

- Interface with Copyright Law
- Interface with Patent Law
- Trademarks Domain Names Related issues
- Dispute Resolution in Cyberspace

5. Case study

Indian Constitution

Program - MCA
Course Name-Indian Constitution

Indian Constitution is a credit course given to students by University once in the curriculum. The syllabus is shared on the University Portal and according to that institute has imparted the knowledge among the students.

Students were taught the syllabus shared on University Portal

Course Contents

Introduction to the Constitution.

1. PREAMBLE Content.
2. FUNDAMENTAL RIGHTS Content.
3. DPSP Content.
4. Fundamental Duties Content.
5. CONSTITUTION DAY LECTURE BROCHURE.

Constitution Lectures were conducted on:

1. About Introduction to the Constitution Programme.
2. History of the Indian Constitution.
3. Constitution and Constitutionalism.
4. Preamble to the Indian Constitution.
5. Philosophy of Fundamental Rights.
6. Article 14 of the Indian Constitution.
7. Article 19 of the Indian Constitution.
8. Article 21 of the Indian Constitution.
9. Article 32 of the Indian Constitution.
10. An Introduction to Directive Principles of State Policy.
11. Directive Principles of State Policy.
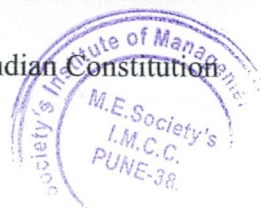12. Fundamental Duties in the Indian Constitution.

Students attending online session on Indian Constitution

Students attending online session on Indian Constitution

Students attending online session on Indian Constitution

सावित्रीबाई फुले पुणे विद्यापीठ

SAVITRIBAI PHULE PUNE UNIVERSITY
॥ य: क्रियावान् स पण्डित: ॥

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Introduction to Constitution

LECTURE SERIES ON INTRODUCTION TO CONSTITUTION.

All PG Compulsory Paper Introduction to Constitution.

1. PREAMBLE Content.

2. FUNDAMENTAL RIGHTS Content.

3. DPSP Content.

4. Fundamental Duties Content.

5. CONSTITUTION DAY LECTURE BROCHURE.

Introduction to Constitution Lectures.

1. About Introduction to Constitution Programme.

2. History of the Indian Constitution.

3. Constitution and Constitutionalism.

4. Preamble to the Indian Constitution.

5. Philosophy of the Fundamental Rights.

6. Article 14 of the Indian Constitution.

Indian Constitution syllabus displayed on University Website

FUNDAMENTAL DUTIES

51A. Fundamental duties.—It shall be the duty of every citizen of India—

(a) to abide by the Constitution and respect its ideals and institutions, the National Flag and the National Anthem;

(b) to cherish and follow the noble ideals which inspired our national struggle for freedom;

(c) to uphold and protect the sovereignty, unity and integrity of India;

(d) to defend the country and render national service when called upon to do so;

(e) to promote harmony and the spirit of common brotherhood amongst all the people of India transcending religious, linguistic and regional or sectional diversities; to renounce practices derogatory to the dignity of women;

(f) to value and preserve the rich heritage of our composite culture;

(g) to protect and improve the natural environment including forests, lakes, rivers and wild life, and to have compassion for living creatures;

(h) to develop the scientific temper, humanism and the spirit of inquiry and reform;

(i) to safeguard public property and to abjure violence;

(j) to strive towards excellence in all spheres of individual and collective activity so that the nation constantly rises to higher levels of endeavour and achievement;

(k) who is a parent or guardian to provide opportunities for education to his child or, as the case may be, ward between the age of six and fourteen years.

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For further understanding please refer to the following sources:

- https://doj.gov.in/sites/default/files/Constitution%20Day.pdf
- http://kelsa.gov.in/downloads/E1.pdf
- https://nios.ac.in/media/documents/SrSec338New/338_Introduction_To_Law_Eng/338_Introduction_To_Law_Eng_L19.pdf
- http://egyankosh.ac.in/bitstream/123456789/57885/1/Unit6.pdf
- https://indianexpress.com/article/explained/explained-what-fundamental-duties-mean-6145712
- https://amity.edu/UserFiles/aibs/3212Article-VII%20(Page%2049-57).pdf
- http://www.universityofcalicut.info/SDE/Question%20bank.pdf
- http://www.legalserviceindia.com/legal/article-132-fundamental-duties.html
- https://blog.ipleaders.in/fundamental-duties-2/
- Rajya Sabha Tv, Constitution & Fundamental Duties
  https://www.youtube.com/watch?v=1IWPjVTXb4g
- https://youtu.be/o2r_y9LAgpo
- https://www.youtube.com/watch?v=NL8NGyVRVfw

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Human Values I

Program - MCA

Semester- I

Course Name: Human Values I

Human Values is a credit course given to students by University in the curriculum. This course is divided into 3 semesters from semester I to semester III. The syllabus is shared on the University Portal and according to that institute has imparted the knowledge of human values among the students.
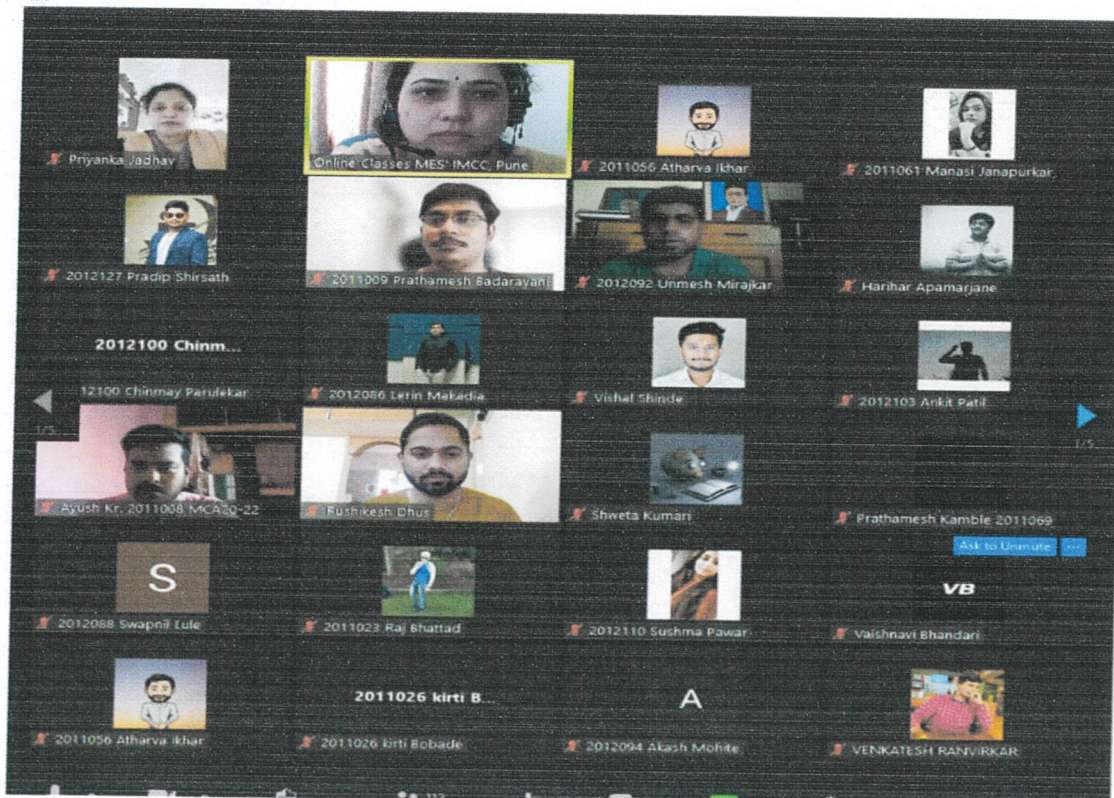
Students were taught the syllabus shared on University Portal

Course Contents

- An Overview of Human Rights
- Introduction & Basic Concepts Of Human Values
- Introduction to Terminology of Various Legal Instruments

Guest Speaker Ms.Priyanka Jadhav (MBA,LLB) was invited to conduct the lecture. The session was on online mode due to the pandemic.

Human Values-II

Program - MCA

Semester- II

Course Name-Human Values-II

Human Values is a credit course given to students by University in the curriculum. This course is divided into 3 semesters from semester I to semester III. The syllabus is shared on the University Portal and according to that institute has imparted the knowledge of human values among the students.

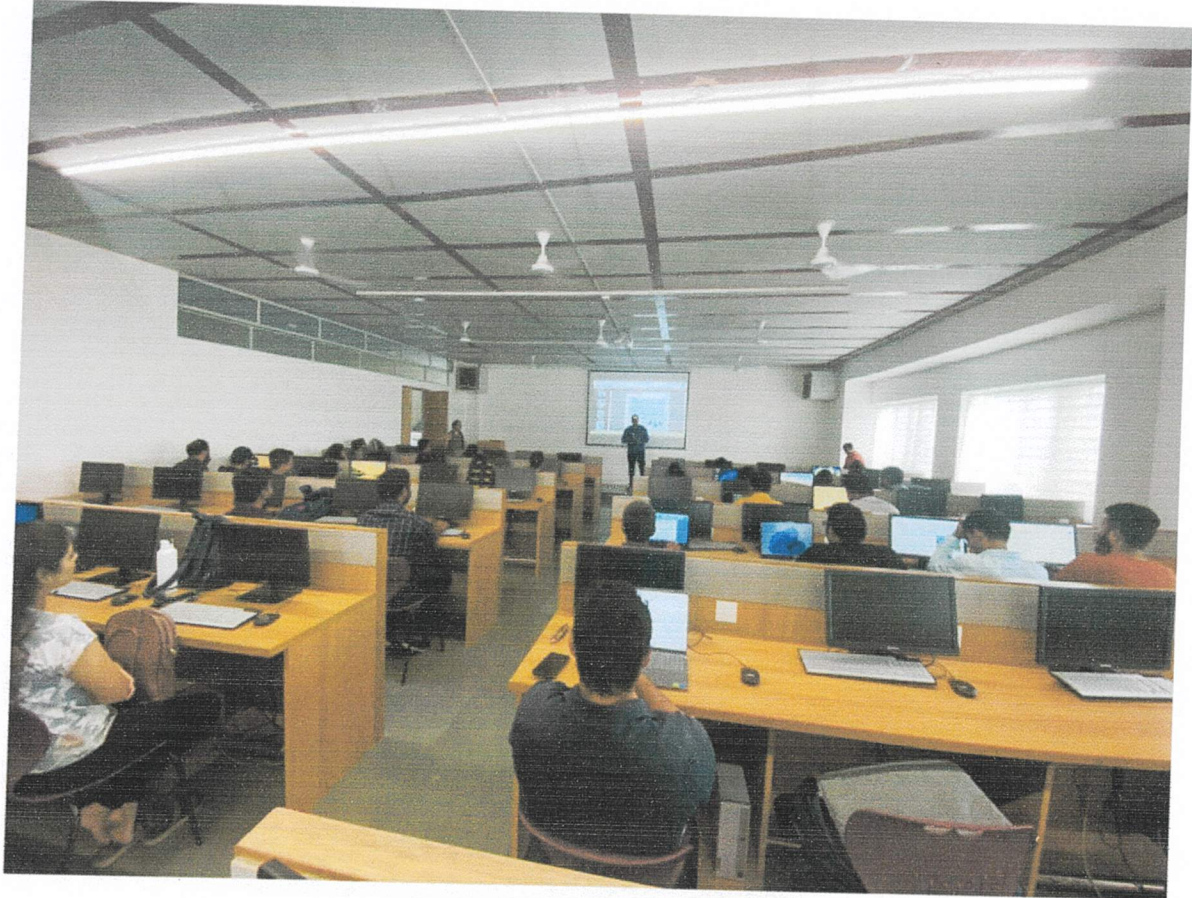**Students were taught the syllabus shared on University Portal**

Course Contents

- A Basic Concepts Of Equality
- Concepts Significance Moral & Perspectives of Human Rights Education
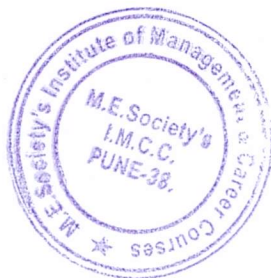- Perspective of Rights & Duties

Maharashtra Education society's
Institute of Management and Career Courses (IMCC), Pune
Students attending human values session

Students attending human values session

Human Values-III

Program - MCA

Semester- III

Course Name: Human Values III

Human Values is a credit course given to students by University in the curriculum. This course is divided into 3 semesters from semester I to semester III. The syllabus is shared on the University Portal and according to that institute has imparted the knowledge of human values among the students.

Students were taught the syllabus shared on University Portal

Course Contents

- Brief History of Human Rights
- Economic Social & Cultural Rights
- Preamble & Universal Declaration of Human Rights
- Civil & Political Rights

Maharashtra Education society's
Institute of Management and Career Courses (IMCC), Pune
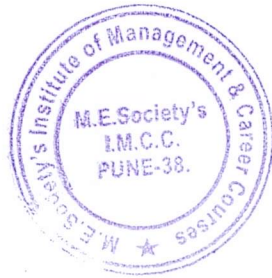## Students attending human values session

Students attending human values session

Maharashtra Education society's
Institute of Management and Career Courses (IMCC), Pune
Students attending human values session

Program Name-MBA
Course Name: PPM and OB
Course Code: BM-41

Course Contents

Course Objectives:

This course aims to improve students' understanding of Management & human behavior in organization and the ability to lead people to achieve more effectively toward increased organizational performance.

Unit No.	Contents
1	1. Management: 1.1. Meaning and Definition 1.2. The need, scope and process of Management 1.3. Managerial levels/Hierarchy 1.4. Managerial functions: Planning, Organizing, Staffing Directing, Controlling 1.5. Types of managers & its Skill: Functional, Specialize, Generalize 1.6. Social responsibility of management
2	2. Nature & Development of Management Thought: 2.1. Historical perspective 2.2. Evolution of Management: Introduction to Scientific Management by Taylor, Administrative Management by Fayol, Contribution of Peter Drucker 2.3. System approach-with reference to management, organization and MIS 2.4. Contingency approach
3	3. Decision making: 3.1. Introduction 3.2. Decision making environment- Decision making under certainty, under uncertainty, under risk 3.3. Types of Decision, decision making processes & Tools 3.4. Individual Vs Group decision making 3.5. Herbert Simon's Model & Principle of Rationality Note: Case studies should be covered on this topic
4	4. Organization, Organizational Behavior & Organizational Culture: 4.1. Definition and Need for Organization 4.2. Introduction to OB, Organizing Process 4.3. Organizational structure (Functional organization, Product Organization, Territorial Organization) 4.4. Introduction- Development and Levels of Organizational Culture 4.5. Types of Corporate Culture
5	5. Motivation and Leadership: 5.1. Concept of Motivation, Benefits to organization and Manager 5.2. Maslow's need Hierarchy theory

	5.3. Herzberg's Motivation- Hygiene Theory 5.4. Theory X and Y, Theory Z 5.5. Definition, Nature, Qualities of Leader, Leader V/s Manager 5.6. Leadership Styles (Autocratic, Participative, Laissez faire or subordinate-centered, Bureaucratic leadership, Transformational leadership, Transactional leadership)
6	6. Team Building 6.1. Concept of Team, Nature, Benefits from team, 6.2. Types of Teams 6.3. Creating Effective Teams, Turning Individuals into Team Player. Note: Case studies should be covered on this topic
7	7. Stress Management and Conflict management: 7.1. Work stress: Meaning of stress, Stressors, Sources of Stress, Types of stress 7.2. Stress Management strategies 7.3. Concept of Conflict, Functional versus Dysfunctional Conflict 7.4. Five stage Conflict Process, Types of Conflict (Task Conflict, Relationship Conflict, Process Conflict, Personality Conflict, Intergroup Conflict) 7.5. Managing Conflict (Styles for Handling Dysfunctional Conflict, Third-Party Interventions) Note: Case studies should be covered on this topic
8	8. Personality and Understanding Individual Behavior: 8.1. Introduction, Definition of Personality -Determinants of Personality 8.2. Personality Theories -Personality and Organization 8.3. Personality Structure -Personality and Behavior 8.4. Ego State, Johari window- Transactional Analysis